



Hop Skip and Jump

Medication Policy

This document concerns the administering of medication to children using the day service at Hop, Skip and Jump South West.

General information

Prescribed medication can only be administered by staff if the parent/carer has filled in and signed the medication consent form.

Medication can only be given if prescribed for that child.

Staff administering the medication must be trained to give medication.

The medication should have the child's name on, the dose required and the time to be given.

All medicines are potentially harmful if not used correctly. Care must be taken in their storage, administration control and safe disposal.

It is essential that all staff are aware of the contents of this policy and the importance of following this medication policy.

If there are any specific health needs identified that require specialised as required medication, such as epilepsy, staff will receive the appropriate training for this (see epilepsy policy).

Consent for medication

- If a parent/ carer wishes for their child to be given medication whilst in the care of staff, they must complete the following steps:
 1. Complete a medication form, stating the name of the child, name of medication, type of medication, dose required, frequency of medication needed and the times of medication required.
 2. Sign a consent form to state that they give their consent for the staff to give their child medication whilst in the care of staff.
 3. Instructions of how the medication should be given.
 4. The above steps must be completed for each medication required, including PRN (as required) medication. They do not need to be

completed each day, just each time a new medication is to be given or if there are changes to the medication.

5. Sign the medication in each day.
6. Sign the medication out each day.

Receiving of medication

- On entering the building the parent/carer must hand over the child's medication to the member of staff greeting them.
- The medication must be signed in the medication book.
- The name of the child, the medication, the dose, the amount of medication handed to staff, the date, the time and the name of the person booking in the medication must be recorded in the book. Alongside the parent/carers signature.
- The medication must then be locked away in the medication cupboard. If the medication is a controlled medication it must be locked in a cupboard within the medication cupboard.
- On collecting their child, the parent/carer must collect the medication from an allocated member of staff. The parent must sign to say they have received the medication back and if there has been any medication used.

Storage of medication

- Medication must be stored in a locked cupboard within a room that is not accessible to the children.
- A designated person each day is responsible for holding the key for the medication cupboard.
- The designated person must be medication trained.
- Expiry dates must be checked, especially eye drops which have a life span of up to 28 days from being opened. If there is no date on the medication it should not be used and the parent/carer should be advised.
- Medication must be in its original container with instructions.
- If an individual child requires medication to be kept with them, for example an inhaler for asthma, an individual risk assessment should be carried out and parent/carer consent should be gained.
- The medication must be maintained at the temperature advised.
- The keys for the medication cupboard and the medication room should not be part of the master system. The key should be kept with the designated trained person on each day.
- A separate, secure dedicated refrigerator should be available to be used exclusively for the storage of medications requiring cold storage. The refrigerator should be kept between 2 and 8 degrees.
- The refrigerator should be monitored daily for its temperature and this should be recorded.

Administering medication

- The medication can only be administered if the medication has been prescribed for that child by a doctor, dentist, nurse or pharmacist.
- The person administering the medication must check the following:
 1. Right medication
 2. Right child
 3. Right dose
 4. Medication is in date
 5. Medication is labelled for that child
- The medication must not be dispensed in advance. It must be dispensed and given immediately.
- The person administering the medication must record when then have given the medication. This must include the date, time, medication given, dose given, given by (printed and signed).
- Medication must have clear instructions. If the label states 'as directed' it must be referred back to the parents as cannot be administered.
- Some medications have several different names- generic and brand. If there are any concerns please contact parent/carer.
- If there is no name on the medication it cannot be given.

Over the counter medication

- Over the counter medication can be given in situations such as when the child is in pain or has a fever.
- You must only give medication when asked to do so by a parent/ carer and if there is an acceptable health need for this medication.
- It is recommended that children under 16 should never be given medication that contains aspirin unless a doctor has prescribed a specific medication for that child.

Disposal of medication

- The disposal of medication remains the responsibility of the parent/carer. Any medication is to be handed back to the parent/carer to dispose of.

Staff medication

- Staff are fully responsible for the administration of their own medication and any as required medication they require during their time at work e.g painkillers.

- Any medication for the staff on the premises must be kept out of reach of the children, in a locked cabinet.
- If staff have any emergency medication that they may require, for example epilepsy medication, asthma inhalers etc, they are to inform the centre management.

Incorrect administration of medication

- Ensure child is observed for any adverse side effects.
- Document what was given and what should have been given, what time it was given, by who and any adverse side effects noted.
- Contact the parent/carer to advise them of the error.
- Inform Unit Manager immediately.
- If deemed necessary contact an ambulance on 999.